



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

August 22, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-11

TO: All ISIS HR Paid Agencies and Fiscal Officers

FROM: Jena W. Cary
Director

SUBJECT: Corrected Annual and Compensatory Leave Reports

The Fiscal Year 2000/2001 Annual Leave Liability Report and 1.5 FLSA Compensatory Leave Liability Report forwarded to your agency with OSUP Memorandum #2002-05 contained inaccurate data. Discrepancies noted on these reports included future leave that had been entered as of June 25, 2001 for a period after June 25, 2001 resulting in a reduction of leave balances and an understatement of the liability.

In order to reflect accurate data, these reports had to be run with an effective date of June 25, 2001 to capture leave accruals for the last payday of June 2001. As a result, any leave taken or compensatory time earned for June 25, 2001 is captured in these reports. Differences between the new and the old reports can be explained by the future leave problem and/or by retroactive processing.

The corrected reports are attached to the e-mail accompanying this memorandum that have been sent to the agency Fiscal Officers obtained from a listing from the Office of Statewide Information Systems. Although this memorandum is being sent to ISIS HR Paid Employee Administrators, the reports are only being sent to the agency Fiscal Officers via e-mail.

Refer to OSUP Memo #2002-05 for more information about the report. If you have any questions, please contact a member of the Wage and Tax Administration Unit:

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JWC:APH:kmb

Attachments via e-mail

c: Legislative Auditor